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2420 E Street, N. W.
Washington 25, D. C.

December 10, 1947

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MEMORANDUM TO CHIEF OF

SUBJECT: MONTHLY PROGRESS REPORTS

It is desired that you submit to this office by the first day of each calendar month a brief memorandum outlining significant developments within your [redacted] during the preceding month. These memoranda, aside from serving as general informational references for the Chief, [redacted] will provide data for his monthly progress report to the Assistant Director.

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Your reports are to be divided topically as follows:

I. Implementation of recently proposed plans and policies.

II. Accomplishment of overall mission, including finally established individual objectives.

III. Proposals for improvement.

They will in general be classified "Confidential", except as the contents warrant higher classification; and due allowance must be made for transmission as classified material in timing them to reach this office on or before the first day of the month.

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[redacted]
Acting Chief, [redacted]

Copies to:

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This document part of classified integrated file. NAME CHECK required prior to individual classification action.

Document No.	125
No Change in Class.	☒
Declassification	☐
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cc-Admin. off.